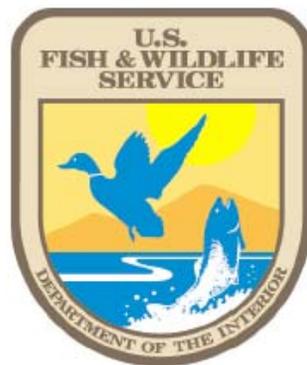


BUSINESS MANAGEMENT and OPERATIONS

The Office of the Assistant Director for Business Management and Operations is an integral part of the Service's day-to-day operation, providing a foundation and the necessary tools for all natural resource programs to accomplish the Service's mission.

November 2010





“Generally, one of the ironies of management is that the payoff from good management is, in part, invisible. With good management, mistakes are avoided. Good management is manifested in quiet competence, in the anticipation and preemption of crisis. It is impossible to place a value on a crisis that didn’t occur or a problem avoided.”

-ANONYMOUS



A Most Challenging Year Ahead-2011

Business Management and Operation's business plan for FY 2011, involves many challenges. Though the American Recovery and Reinvestment Act (ARRA) of 2009 funding ended in 2010, the delivery of completed projects on the ground still remains an objective for the Service. With more than 700 projects nationwide creating 4000 jobs, we continue to keep our focus on this important program and will assist the Regions in the delivery of completed projects over the next 18 months. On a parallel track and of equal importance is the Service's preparation for the deployment of the Department's Financial and Business Management System (FBMS). This deployment is key to the Service's future business successes and will require our focus to deliver a system conversion that represents the single largest Service-wide system deployment in our history.

In addition to these major initiatives, the five divisions within BMO provide the Service's natural resource programs with the day-to-day management and administrative tools necessary to accomplish their mission. Much of BMO's performance happens behind the scenes and is transparent to Service resource program employees. What we do is not optional. BMO involves many complex organizational units that are designed to ensure that the Service complies with Federal law and that we effectively execute Administration/Departmental directives. Some FY2011 initiatives include:

- Our Project Management Office (PMO), in conjunction with the Chief Division of Financial Management (DFM) and the Chief of Contracting and Facilities Management (CFM) as system owners, will lead and manage the preparation for and deployment of FBMS. Key activities include: system blueprinting; data preparation; role mapping; and training of field personnel to operate this system at the beginning of FY 2012.*
- DFM will conduct a continual A-123 internal control review to ensure program effectiveness throughout the coming years, while continuing to obtain clean audits on financial statements.*
- CFM will support the FBMS deployment by clearing over 100,000 open contracts Service-wide in preparation for conversion to the new PRISM Acquisitions subsystem, a key module for FBMS.*
- As in FY 2010, CFM will again work to maintain a "green" rating on the Department's scorecard for Fleet Management with an additional focus preparing the Washington Office for a potential consolidation of facilities to reduce costs and at the same time reduce the Washington Office's carbon footprint by reducing space needs.*
- Division of Engineering's (DEN) focus is changing and they are leading the Service Carbon Neutral efforts having prepared the Service's first Carbon Baseline report and the Service's first Carbon Mitigation Report in which the Service will measure our successes going forward. In addition, DEN will be leading the Service's Environmental Stewardship and Energy Management efforts as these are expanding challenges both within the Administration and the Department.*
- As one of many BMO continual improvement initiatives, our Office of Safety and Health (OSH) will evaluate the Workers Compensation Program challenges that currently require the Service to absorb more than \$6 million annually for the cost of employee injuries. OSH will work to refine management strategies and policies to improve employee safety and reduce costs. In addition, OSH will be working to complete safety management reviews to ensure the Regional program effectiveness is in line with common business practices in both the private and public sector.*
- Our Division of Economics continues to join efforts with program officials to promote their work by completing an analysis of the economic impacts of refuge program spending on local economies. This effort is part of a much bigger Secretarial effort to demonstrate DOI presence and impacts to local economies nationwide.*

These are just a handful of examples that demonstrate our commitment to offer behind-the-scenes support and guidance to the Service as we continue to chart a course for excellence in service and the delivery of program activities that will enable Service programs to meet and exceed their mission goals on a national scale.

*Paul W. Henne
Assistant Director*



Table of Contents

Division of Financial Management (DFM)	1
<i>Responsibilities, FTEs, 2011 Initiatives, and 2010 Accomplishments</i>	1
<i>2007–2009 Accomplishments</i>	2
<i>Organization Chart</i>	3
<i>Organization Chart – Washington Office</i>	4
<i>Organization Chart – Denver Operations</i>	5
<i>Workgroup/ Team Participation</i>	6
Division of Contracting and Facilities Management (CFM)	7
<i>Responsibilities, FTEs, 2011 Initiatives, and 2010 Accomplishments</i>	7
<i>2007–2009 Accomplishments</i>	8
<i>Organization Chart</i>	9
<i>Workgroup/ Team Participation</i>	10
Division of Engineering (DEN)	11
<i>Responsibilities, FTEs, 2011 Initiatives, and 2010 Accomplishments</i>	11
<i>2007–2009 Accomplishments</i>	12
<i>Organization Chart</i>	13
<i>Workgroup/ Team Participation</i>	14
Division of Safety and Health (DSH)	15
<i>Responsibilities, FTEs, 2011 Initiatives, and 2010 Accomplishments</i>	15
<i>2007–2009 Accomplishments</i>	16
<i>Organization Chart</i>	17
<i>Workgroup/ Team Participation</i>	18
Division of Economics (ECN)	19
<i>Responsibilities, FTEs, 2011 Initiatives, and 2010 Accomplishments</i>	19
<i>2007–2009 Accomplishments</i>	20
<i>Organization Chart</i>	21
<i>Workgroup/ Team Participation</i>	22
<i>Listing of Laws</i>	23-25

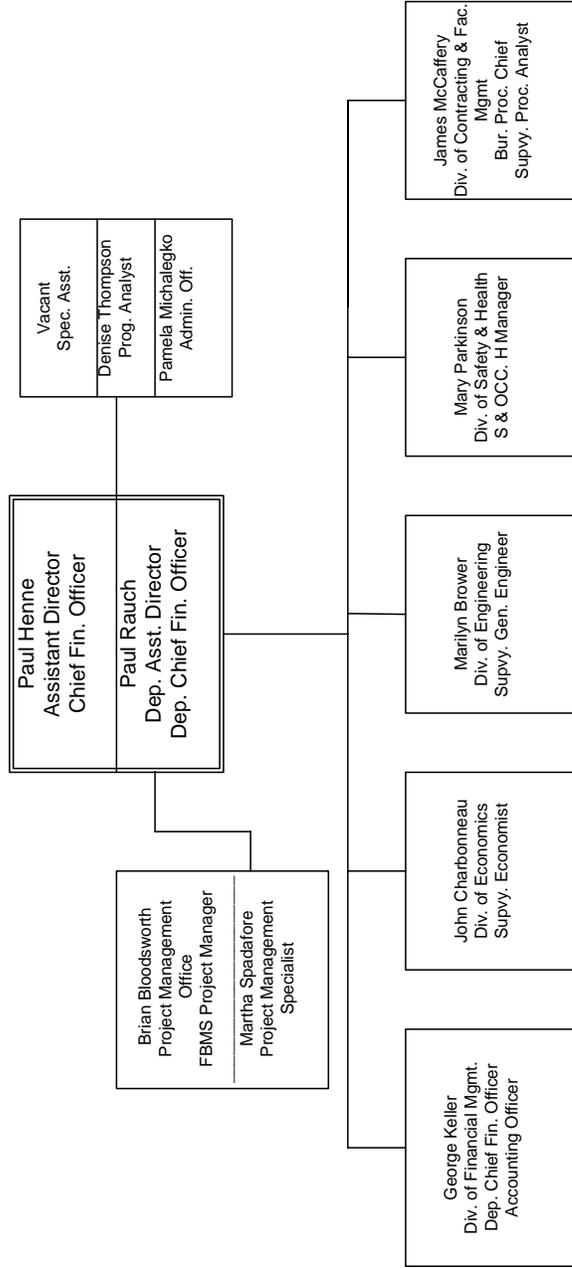


U.S. Fish and Wildlife Service

Region 9

Assistant Director – Business Management and Operations

Org Code: 98000





Business Management and Operations Functional Summary

The Assistant Director for Business Management and Operations (ABMO) discharges the duties of the Director with delegated authority, and is responsible for the development of policy and Servicewide guidance on a myriad of business management and operational activities. ABMO directs, formulates, and manages Servicewide financial management activities, contracting and acquisition management, engineering and construction management, Servicewide safety, occupational health, and industrial hygiene programs, economic analyses, and other associated operational support functions. In addition, ABMO serves as the Service's Chief Financial Officer, the Head of Contracting Activity, and the Designated Agency Safety Health Official. The ABMO participates on the CFO Council, and the Designated Agency Safety and Health Official Council.

Assistant Director – Paul Henne
703-358-1822, fax 703-358-2160

The Deputy Assistant Director for Business Management and Operations (DBMO) disseminates and clarifies directives and policies from the Department as they relate to the ABMO Division areas and ensures their implementation throughout the Service. The DBMO is the Deputy Chief Financial Officer for the Service.

Dep. Assist. Director – Paul Rauch
703-358-1912, fax 703-358-2160

The Division of Financial Management (DFM) develops and implements policies and procedures for Servicewide financial management, financial system analysis, billings and collections, travel management, external financial reporting, charge card management, stewardship accounting and reporting, accounting operations, cost recovery, financial statement preparation, reporting and auditing, and the Service's investment management program.

Chief – George Keller
703-358-2054, fax 703-358-2265

The Division of Contracting and Facilities Management (CFM) develops policy and manages programs for acquisition, personal property, Government quarters, space leasing, and the motor vehicle fleet. Also manages office facilities and provides operational acquisitions for Region 9.

Chief – James McCaffery
703-358-2176, fax 703-358-2264

The Division of Engineering (DEN) manages the Service's construction, dam safety, bridge safety, seismic safety, energy management, and environmental compliance and management programs.

Chief – Marilyn Brower
703-358-1924, fax 703-358-2227

The Division of Safety and Health (DSH) oversees the Service's accident prevention program, accident investigations, and safety reporting and analysis.

Chief – Mary Parkinson
703-358-2255, fax 703-358-1875

The Division of Economics (ECN) provides socio-economic reviews and analyses including: designation of critical habitat for threatened and endangered species, regulatory impact statements, natural resource damage assessments, record of compliance statements, and hydroelectric dam relicensing reviews.

Chief – John Charbonneau
703-358-2136, fax 703-358-2319

Division of Financial Management



Responsibilities

- Financial Analysis of Operations
- Financial Management Control Reviews
- Financial Management Policies
- Accounting Operations
- Financial Statement and CFO Reporting
- Financial Audit Management
- Core Financial Systems Management and Operations
- Billings and Collections
- Investment Program
- Integrated Purchase Card Management
- Travel Policies
- Debt Management
- Hyperion Maintenance
- Interfaces to and from the Federal Financial System
- Financial Management Reports Maintenance and Distribution

FTEs

FY 2007 FTEs: 69
FY 2008 FTEs: 69
FY 2009 FTEs: 69
FY 2010 FTEs: 69
FY 2011 FTEs: 69

FY 2011 Initiatives

- Complete preparation activities for the Service's transition to the Financial Business and Management System (FBMS) in FY 2012.
- Update Service financial management policies to reflect changes required by FBMS.
- Submit accurate and timely financial statements to DOI for an unqualified opinion on the consolidated DOI financial statements with no material weaknesses for DFM activities.
- Complete annual review of internal control over financial reporting in accordance with requirements of OMB Circular A-123 Appendix A and DOI guidance with no significant deficiencies cited by auditors.
- Disseminate the Administrative Process Questionnaire to Regions and summarize results.
- Continue to maintain a "Green" rating on the Financial Management Scorecard.
- Continue to refine a comprehensive quality assurance program for Service financial management functions.

FY 2010 Accomplishments

- Submitted accurate and timely financial statements to DOI for an unqualified opinion on the consolidated DOI financial statements with no material weaknesses for BMO activities.
- Completed annual review of internal control over financial reporting in accordance with requirements of OMB Circular A-123 Appendix A and DOI guidance with no significant deficiencies cited by auditors.
- Disseminated the Administrative Process Questionnaire to Regions and summarized results.
- Developed an approach for expanding the use of financial information to support management decision-making in the Service.
- Prepared for the implementation of the Financial Business and Management System (FBMS) in the Service.
- Updated the Service's Cash Management Policies by creating a Cash Management handbook detailing the Service's process and public law authorities
- Continued to maintain a "Green" rating on the Financial Management Scorecard.

FY 2009 Accomplishments

- Submitted accurate and timely financial statements to DOI for an unqualified opinion on the consolidated DOI financial statements with no material weaknesses for DFM activities.
- Completed annual review of internal control over financial reporting in accordance with requirements of OMB Circular A-123 Appendix A and DOI guidance with no significant deficiencies cited by auditors.
- Disseminated the Financial Process Questionnaire to Regions and summarized results.
- Transitioned to a new charge card vendor and conducted Servicewide training.
- Developed an approach for expanding the use of financial information to support management decision-making in the Service.
- Provided support for the implementation of the Financial Business and Management System (FBMS) in DOI.
- Continued to maintain a "Green" rating on the Financial Management Scorecard.

FY 2008 Accomplishments

- Maintained "Green" rating on Financial Management Scorecard.
- Implemented a Servicewide charge card exception and review process.
- Met all performance goals in DOI's financial metrics matrix.
- Obtained clean (unqualified) audit opinion for 6th consecutive year with no major findings.
- Implemented new travel initiatives including on-line bookings, authorization, vouchers, and central billing of lodging costs. Provided related training, guidance and help desk support.
- Enhanced the Brio tool and provided training to the Programs.
- Completed annual review of internal control over financial reporting in accordance with requirements of OMB Circular A-123 (Appendix A) with no significant deficiencies.
- Provided appropriate support for implementation of the Financial and Business Management System (FBMS) in DOI.

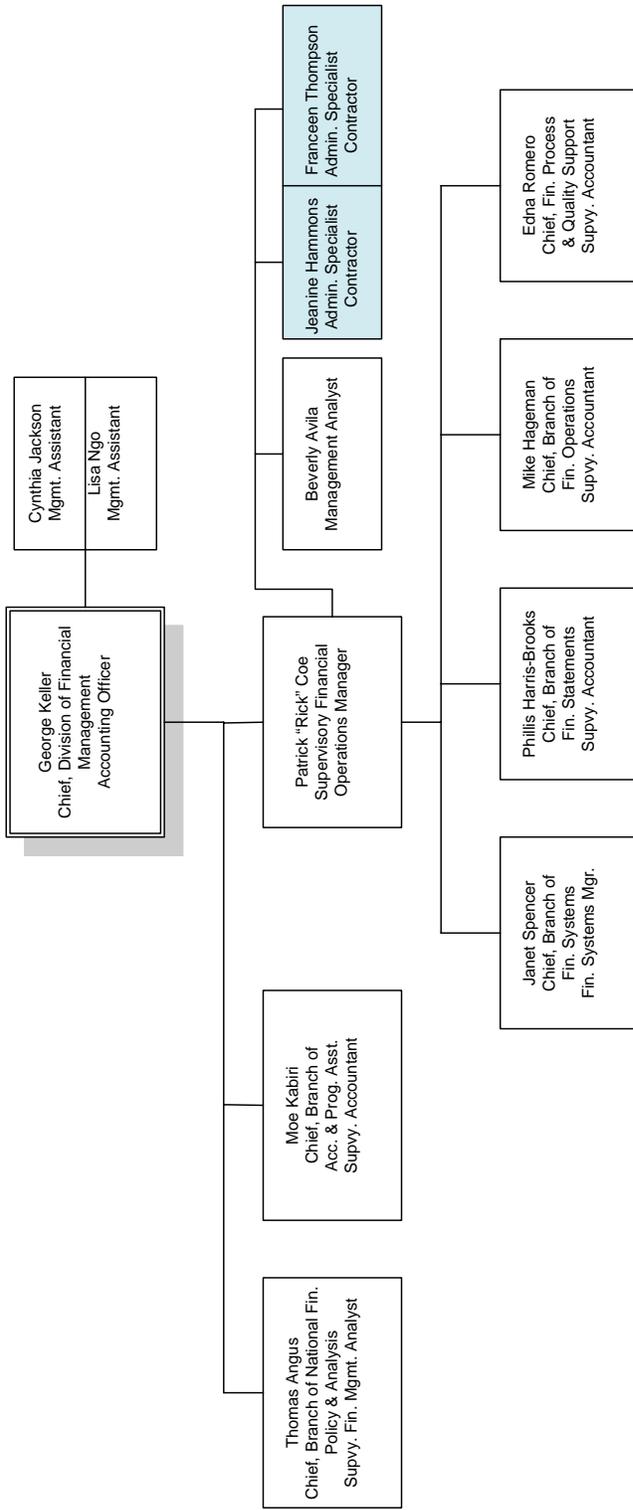
FY 2007 Accomplishments

- Maintained "Green" rating on Financial Management Scorecard.
- Developed nationwide guidance on credit card management.
- Met all performance goals in DOI's financial metrics matrix.
- Obtained clean (unqualified) audit opinion for 5th consecutive year with no major findings.
- Managed travel vendor change conversion to Northrop Grumman's GovTrip E-Travel service.
- Developed Revised Employee Relocation/Home Sale Incentive Policy with a potential to save close to \$1 million in relocation costs.
- Developed a comprehensive approach to implement OMB Circular A-123 (Appendix A).
- Designed and implemented reimbursable tracking procedures for Hurricane Katrina activities and worked closely with Region 4 to execute billings to recover funding from FEMA and other Federal agencies.
- Led Servicewide team in completing draft of Permanent Change of Station Handbook.



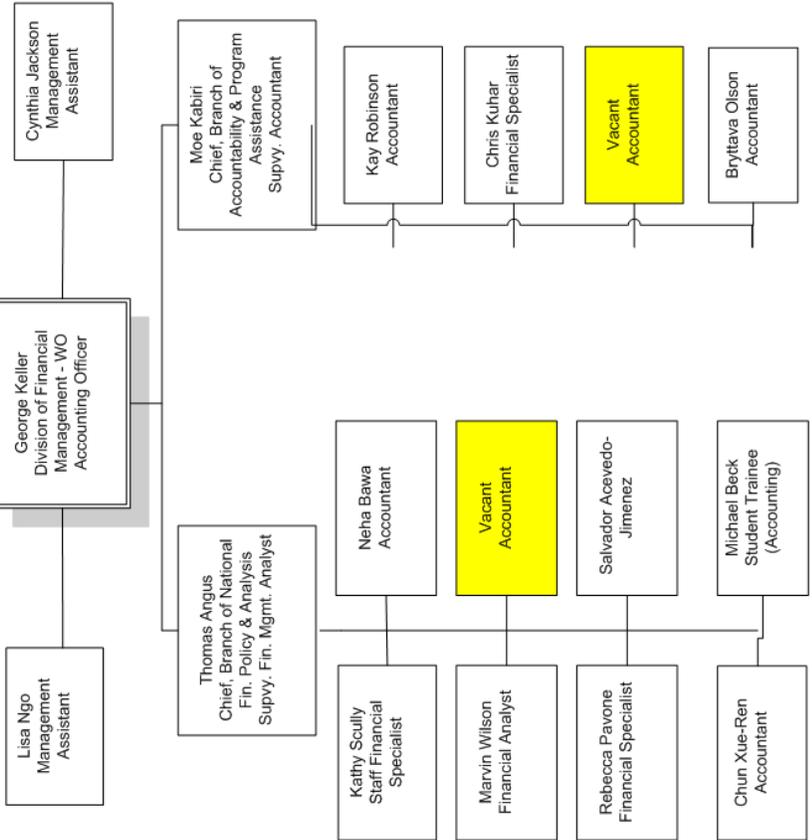
U.S. Fish and Wildlife Service Region 9 Business Management and Operations Division of Financial Management

Org Code: 98300





U.S. Fish and Wildlife Service Org Code: 98300
Region 9 Business Management and Operations
Division of Financial Management - Washington Office

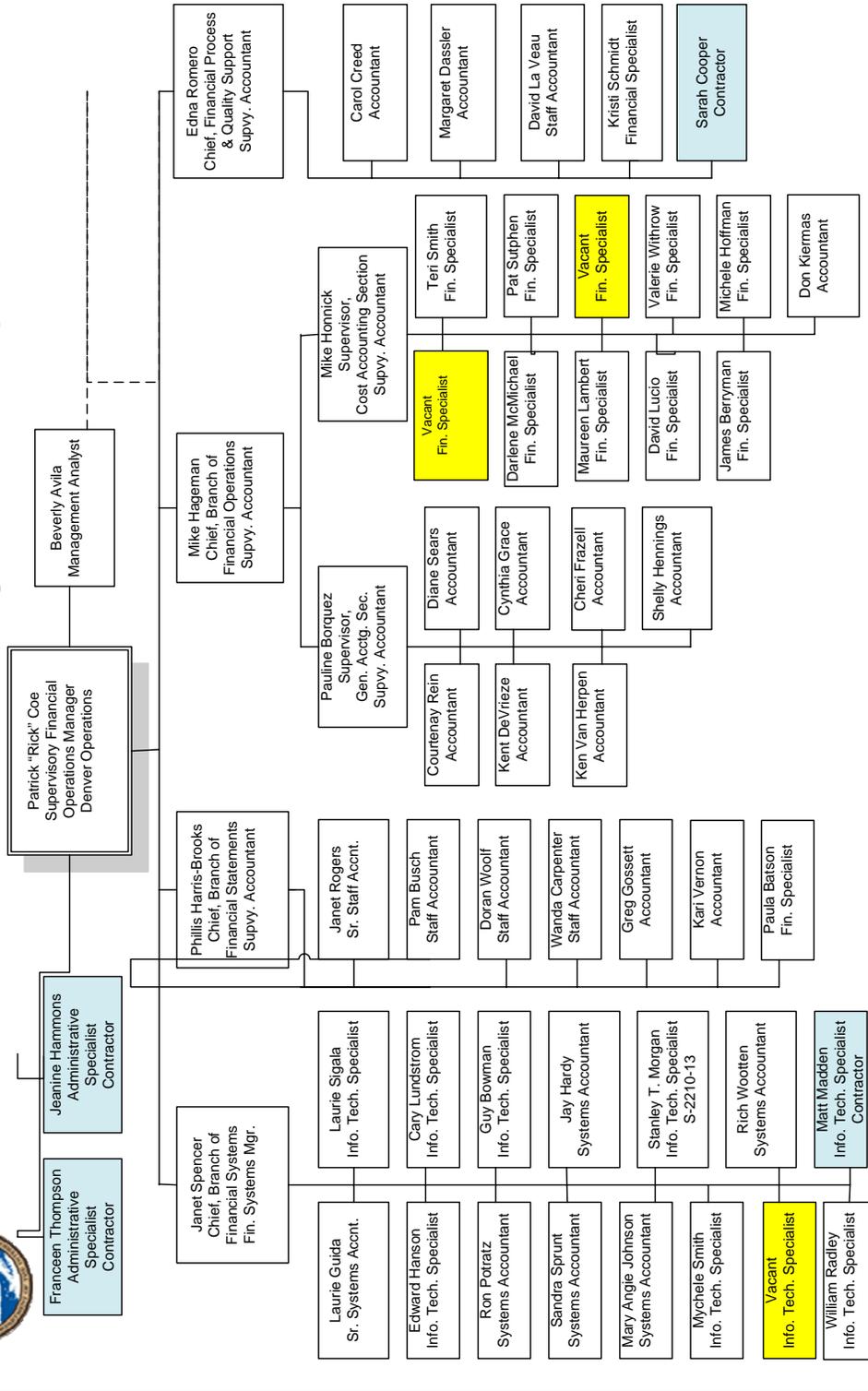




U.S. Fish and Wildlife Service

Org Code: 98300

Region 9 Business Management and Operations Division of Financial Management – Denver Operations





Division of Financial Management

Workgroup/Team Participation

A-123 Workgroup (Department)
Budget Object Class Team (Department)
CFO Council (Department)
Financial and Business Management System (Department)
Financial Officers Partnership Steering Group (Department)
Financial Statements Guidance Team (Department)
Heritage Assets and Stewardship Land (Department)
Software Advisory Team (Department)
Standard Accounting Classification Advisory Team (Department)
Technical Hyperion User Group (Department)
Travel Policy Team (Department)
Financial Assistance Coordination Team (FACT) (Service)
ARRA Washington Office Internal Control/Accountability Team (Service)
Integrated Charge Card Partnership (Department)

Division of Contracting and Facilities Management



Responsibilities

- Contracts and Acquisitions of Supplies and Services
- Personal Property Management
- Motor Vehicle Fleet
- Facilities Management
- Space Leasing Program
- Green Purchase Program
- Management Controls
- Small Business Development Program
- Quarters Management
- Contracting Officers Appointments
- Interior Department Electronic Acquisition System (IDEAS) Management
- Contracting Officer Technical Representative Appointments
- Personal Property Management System (PPMS)

FTEs

FY 2007 FTEs: 26
FY 2008 FTEs: 26
FY 2009 FTEs: 32
FY 2010 FTEs: 31
FY 2011 FTEs: 33

FY 2011 Initiatives

- Complete the Realization phase for FBMS conversion.
- Close out 100,000 open contracts in the IDEAS databases in preparation of retiring IDEAS.
- Achieve green rating on all applicable Scorecards.
- Conduct management control reviews of acquisition and property in Regional Offices
- Develop and issue new Contracting Officers Handbook.
- Develop and execute an electronic Acquisition Certification tool.
- Submit GSA lease prospectus for Arlington to OMB and Congress.
- Execute two established strategic sourcing contracts.
- Update and issue the 5 year space plan for FY2011.
- Update and issue Service Policy for Acquisition.
- Contribute to Green House Gas reporting for Fleet.
- Establish and execute license plate conversion team.

FY 2010 Accomplishments

- Achieved green rating on all applicable Scorecards.
- Provided oversight and management of Bureau ARRA acquisitions and close out ARRA obligations.
- Enhanced management control of acquisition and property by shifting to a 3-year, high-risk review cycle.
- Developed new Service Policy for Property and Acquisition.
- Developed new CFM intranet site to enhance functionality.
- Established FBMS conversion team for acquisition, property, fleet and leasing and completed blue printing for FBMS.
- Completed MIB renovation for Director's wing.
- Executed Departmentwide MATOC for construction with over \$150 million in awards.
- Achieved a passing grade on Department AMR for CFM.
- Established acquisition close out team for data cleansing for transition from IDEAS to PRISM.
- Recipient of Federal Fleet Manager of the Year Award from GSA for large civilian fleet category.
- Recipient of Veterans Champion Award for support of Veteran Hiring/Training programs.

FY 2009 Accomplishments

- Achieved green rating on all applicable Presidential Management Agenda scorecards.
- Executed new requirements for COTR.
- Focused on management control including acquisition and property management reviews and A-123 support.
- Updated the 5-Year Space Plan in support of DOI's efforts to contain costs.
- Implemented CFM reorganization to better focus on core mission responsibilities and promote succession planning.
- Executed facility upgrades and improvements based on new 4401 building lease requirements.
- Implemented new Service policy of leasing.
- Revitalized Small Business program to achieve all goals outlined to SBA.
- Established Bureau ARRA acquisition procedures, and implemented oversight and review process for high-risk award.

FY 2008 Accomplishments

- Achieved green rating on all applicable Presidential Management Agenda scorecards.
- Executed the new requirements for Contracting Officers and Contracting Officer Representatives.
- Focused on management control including acquisition and property management reviews and A-123 support.
- Implemented Servicewide paperless acquisitions via the IDEAS system.
- Supported strategic sourcing initiative by leading the acquisition of Departmentwide relocation services and heavy equipment contracts.
- Completed the renovation of the 4401 building and developed a comprehensive facility plan for the Washington Office.
- Updated the 5-Year Space Plan in support of the Department's efforts to contain costs.
- Submitted data for capital equipment reporting by due date to ensure more accurate audits of Service financial statements.

FY 2007 Accomplishments

- Over 50 percent of eligible Service new or renegotiated contracted dollars are covered under performance-based service contracts; exceeding DOI's goal of 25 percent.
- Implemented new Contracting Officers Warrant Qualification/Education Standard and developed training policy.
- Completed three floors of a new space renovation and space assignments plan for tenants at the Arlington Square building.
- Developed 5-Year Fleet Plan consistent with the Asset Management Plan.
- Developed and issued a 5-year space management plan for the Regional Offices and the WO.
- Chaired the Service's Financial Assistance Coordination Team (FACT) and expanded partnership opportunities for Service programs.
- Partnered with NPS and USGS to share resources in joint acquisition management reviews of Regional Offices in accordance with DOI review standards.



Division of Contracting and Facilities Management

Workgroup/Team Participation



Acquisition Management Partnership (Department)
Competitive Sourcing and Procurement Team (Department)
CPIC Improvement Team (Department)
DOI American Recovery and Reinvestment Act (ARRA) Reports Team (Department)
DOI Acquisition Workforce Development Team (Department)
DOI Charge Card Team (Department)
DOI Contracting Action Team (Department)
DOI Personal Property Management Partnership (Department)
Emergency Management Workgroup (Department)
FBMS Advisory Team (Department)
IDEAS Departmental User Group (DUG) (Department)
IDEAS Procurement User Group (PUG) (Governmentwide)
Interior Procurement Data System (IPDS) Coordinators Workgroup (Department)
Interior Space Coordination Council (Department)
Mail Council (Department)
National Fire Plan Contracting Strategy Team (Department)
Space Leasing Improvement Team (Department)
American Recovery and Reinvestment Act (ARRA) Coordinators Team (Service)
Business Partner Network (BPN) Regional Workgroup (Service)
Capital Equipment Workgroup-Personal Property (Service)
Competitive Sourcing Steering Committee (Service)
Contractor Safety Oversight Workgroup (Service)
IDEAS Project Management Team (Service)
IDEAS Service User Group (SUG) (Service)
IDEAS-FFS Interface Subgroup (Service)
Plant, Property and Equipment Data Management Corrective Action Team (Service)
Region 9 Safety and Security Committee (Service)
Servicewide Contracting Committee (Service)
Federal Quarters Management Information System Users Group (Governmentwide)

Division of Engineering



Responsibilities

- Construction 5-Year Plan
- Energy Management
- Bridge, Seismic and Dam Safety
- Environmental Compliance
- Hazardous Waste Cleanup Program
- Environmental Management System (EMS)
- Engineering Policy

FTEs

FY 2007 FTEs: 17
FY 2008 FTEs: 17
FY 2009 FTEs: 14
FY 2010 FTEs: 15
FY 2011 FTEs: 15

FY 2011 Initiatives

- Establish a process for estimating Service's Environmental and Disposal Liabilities for asbestos.
- Expand the EnviroTrack Database to enhance munitions information on Service-managed lands.
- Develop a series of fact sheets to address issues related to the most common environmental compliance findings.
- Perform 10 Emergency Action Plan (EAP) exercises at Service dams and update critical contact information.
- Develop a GIS-based process to assess development downstream of Service dams using satellite imagery.
- Complete the dam safety repairs to Lake Rush Dam.
- Roll out the new Service Seismic Safety Strategic Plan to advance rehabilitation of building susceptible to earthquake risk.
- Finalize the Service's Carbon Mitigation Report.
- Prepare the FY 2010 Carbon Footprint Report.
- Develop communication resources to enhance implementation of sustainable principles.

FY 2010 Accomplishments

- Confirmed completeness of Service's Environmental and Disposal Liabilities by facilitating Regional review of the Service's Locations of Concern.
- Established EnviroTrack Service-wide database to manage Locations of Concern data.
- Achieved a "green" rating on the OMB Environmental Stewardship Scorecard for the third consecutive year.
- Completed Screening Level Risk Assessments for all high and significant hazard Service dams.
- Expanded the use of Regional Dam Safety Officers to inspect low hazard Service dams and to perform annual inspections of the High and Significant hazard dams.
- Partnered with SAMMS managers to complete templates for recommendations and cost data for dam and bridge safety.
- Assessed the Service's carbon footprint baseline (FY 2008) and identified efforts critical to reducing the footprint of the Service's workforce.
- Inaugurated Manual Chapter 565 FW 1, Sustainable Practices, to address operational practices required to achieve Federal sustainability requirements and move toward carbon neutrality goals.

FY 2009

Accomplishments

- Completed the Migration of the EFCATS, Dam Safety and Bridge Inspection databases.
- Partnered with BOR to establish Screening Level Risk guidelines and completed Risk Evaluations for six high or significant hazard Service dams.
- Expanded the use of Regional Dam Safety Officers to inspect low hazard Service dams.
- Partnered with SAMMS managers to complete templates for recommendations and cost data transfer for Dam Safety.
- Prepared the Construction and Energy Management sections of the ARRA Implementation Plan and developed performance measures for 130 ARRA projects for the Enterprise Service.
- Secured ARRA funding from DOE for two renewable energy technical assistance projects.
- Achieved a “green” rating for EMS implementation on the OMB Environmental Stewardship Scorecard for the second consecutive year.
- Established the Carbon Neutral Team in support of the Service’s Climate Change Initiative.

FY 2008

Accomplishments

- Completed the Engineering Review and submitted a findings/recommendations report to Regional Directors and the Deputies group.
- Implemented corrective action plan to address the financial audit finding on environmental compliance.
- Completed Emergency Action Plan (EAP) and Standard Operating Procedures (SOP) updates for the Service’s high and significant hazard dams.
- Submitted a new manual chapter policy to address EO 13423 requirements for environmental stewardship.
- All 63 Environmental Management System (EMS) field stations achieved Green on the Environmental Stewardship scorecard resulting in the Service becoming the first bureau to fully implement the EMS program.
- Established CPIC process for \$2-\$10 million projects to address a DOI finding.
- Developed a draft strategic plan for the Seismic Safety Program.
- Conducted an independent evaluation of the Service Bridge Safety Program.

FY 2007

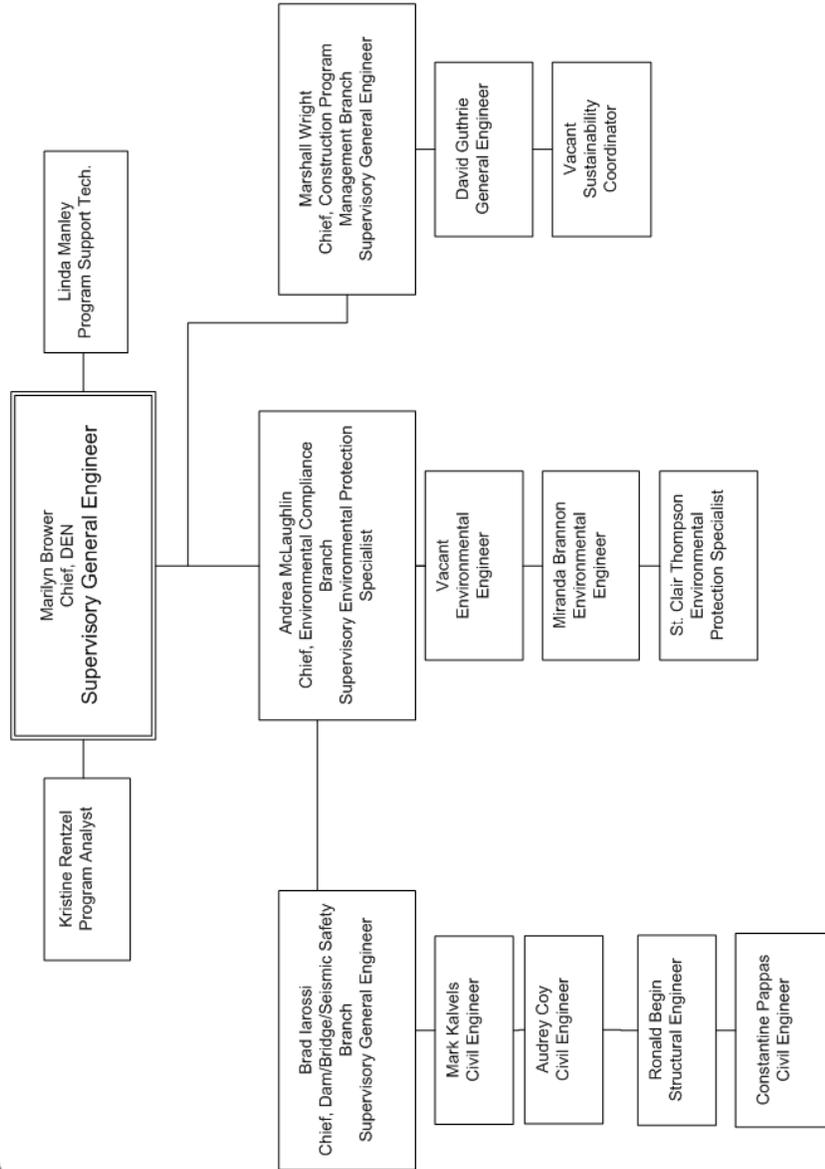
Accomplishments

- Issued first ever Servicewide engineering performance report for cost, workload and performance data and analysis.
- Successfully maintained a green rating on the Energy Management Scorecard.
- Made substantial progress in getting to green on Environmental Management Scorecard.
- Ensured the use of consistent national coding of the Fair Act designations (Best Practice).
- Finalized relocation of DEN function from Denver to Arlington.
- Implemented 2nd year of DEN strategic plan setting priorities for FY 2006 to FY 2008.
- Completed 101 of 103 planned FY 2006 Environmental Compliance Audits.
- Implemented DOI’s Environmental and Disposal Liabilities (EDL) guidance.
- Completed 38 of 45 planned FY 2007 SEED inspections on significant and high hazard dams.
- Completed 245 of 358 planned FY 2007 Bridge Inspections.
- Completed 100 percent of required Environmental Management Systems.



U.S. Fish and Wildlife Service Region 9
Assistant Director – Business Management and Operations
Division of Engineering

Org Code 98500





Division of Engineering

Workgroup/Team Participation

DOI Alternative Fuels Task Force (Department)
DOI Capital Planning and Investment Control (CPIC) Coordinators Group (Department)
DOI Central Hazardous Materials Fund — Technical Review Committee (Department)
DOI Electronic Stewardship Workgroup (Department)
DOI Energy Conservation Committee (Department)
DOI Enterprise Architecture, Water Resource Management Team (Department)
DOI Environmental Achievement Awards Selection Team (Department)
DOI Environmental and Disposal Liabilities Workgroup (Department)
DOI Environmental Management System (EMS) and Compliance Workgroup (Department)
DOI Former Battlefields Workgroup (Department)
DOI Formerly Used Defense Sites (FUDS) Workgroup (Department)
DOI Greening Advisory Council (Department)
DOI Sustainability Council Implementation Committee (Department)
DOI Working Group for Dam Safety and Security (Department)
DOI Enterprise Architecture: Reduce Dam Safety Risk; Committee
DOI Enterprise Architecture: Reduce Dam Safety Risk; Executive Steering Committee
FWS Asset Management Team (Service)
FWS Dams Hazard Classification Panel (Service)
FWS Emergency Action Team for All High and Significant Hazard Dams (Service)
FWS Environmental Leadership Awards Selection Committee (Service)
FWS Refuge Cleanup Funding Allocation Team (Service)
FWS SAMMS Development Team (Service)
FWS Sustainability Steering Committee (Service)
Association of State Dam Safety Officials Dam Owner Education Committee (Interagency)
Department of Homeland Security Interagency Committee on Dam Safety (Interagency)
Federal Land Managers FUDS Workgroup (Interagency)
FUDS Forum (Interagency)
Munitions Response Forum (Interagency)
American Society of Civil Engineers- Report Card on America's Infrastructure Committee

Division of Safety and Health



Responsibilities

- Serves as principal advisor on the Service's safety program, and makes recommendations on national accident prevention policies and programs.
- Interprets safety and health policies.
- Conducts Regional Safety Program evaluations.
- Provides technical assistance in accident investigation and reporting.
- Provides safety awareness and training information.

FTEs

FY 2007 FTEs: 3
FY 2008 FTEs: 3
FY 2009 FTEs: 3
FY 2010 FTEs: 3
FY 2011 FTEs: 3

FY 2011 Initiatives

- Complete development of FWS workers compensation policy chapter.
- Conduct safety and health program evaluations of Regions 2 and 4.
- Revise policy Manual Chapters 240 FW 7, Accident Reporting and Investigation; 241 FW 9, Wildlife Inspection and Handling; 242 FW 2, Hazard Communications Program; 242 FW 6, Hazardous Materials Operations.
- Represent FWS on DOI Off-Highway Vehicle Safety Working Group.
- Participate in development of on-line refresher training for operators of All Terrain Vehicles and Utility Vehicles.
- Implement recommendations identified in FY '10 to improve the Collateral Duty Safety Officers Program Compliance with 485 DM 28.

FY 2010 Accomplishments

- Deployed to support Deepwater Horizon response efforts.
- Conducted internal audits of the FWS Workers Compensation program.
- Coordinated Regional participation in the DOI Workplace Exposure Assessment Initiative.
- Continued to support a number of Working Groups including the DOI Designated Safety and Health Official Council, DOI Safety Council; DOI and FWS Watercraft Safety Working Groups, FWS Diving Control Board, and Washington Office Safety and Security Committee.
- Replaced policy Manual Chapters 241 FW 4, Explosives Safety, and 241 FW 5, Wildlife Netting, with new chapters 244 FW 1, Explosives Safety; 244 FW 2, Blasting; and 243 FW 3, Rocketnetting.
- Revised policy Manual Chapters 242 FW 12, Bloodborne Pathogens; 242 FW 4, Medical Programs.
- Assessed the Collateral Duty Safety Officers Program for compliance with 485 DM 28.
- Implemented DOI Annual Safety Assurance Statement Certification Program for facility-related safety and health features.
- Redesigned the process for conducting evaluations of the Regions' safety and health programs.



FY 2009 Accomplishments

- Conducted safety and health program evaluations of Regions 1 and 8.
- Actively participated in the DOI DASHO Council, DOI Safety Council, FWS Watercraft Working Group, FWS Diving Control Board, and the Washington Office Safety and Security Committee.
- Collaborated with FWS Division of Engineering to develop a field station safety self-certification tool.
- Revised policy Manual Chapter 242 FW 7, Pesticide Users Safety.
- Initiated revisions of policy Manual Chapters 241 FW 4, Explosives Safety; and 241 FW 5, Wildlife Netting.
- Evaluated the need for a safety support survey tool to increase program effectiveness.
- Reviewed Safety Management Information System data and identified areas and activities needing an accident prevention focus.

FY 2008 Accomplishments

- Identified chargeback processes within DOI, contracted for review of questionable workers compensation cases, and reduced overall workers compensation costs by approximately \$125K.
- Participated with DOI Safety Council to address findings in the 2008 IG audit of the DOI Safety and Health Program.
- Led DOI team that evaluated functionality of the DOI Safety Management Information System and outlined steps to replace it with a commercial product or enhance the existing system's user interface and report generation capabilities.
- Conducted a safety program evaluation of Region 5.
- Implemented an AED program for life-threatening situations in the Service's Arlington facilities and 3200 wing of MIB. One hundred twenty employees were trained on AED use.
- Updated and initiated Service Manual Chapters for the following areas: Program Management, Awards and Incentives, Industrial Hygiene Policy, Noise Control, Laboratory Safety, Formaldehyde, and Respiratory Protection.
- Participated in the DOI Safety Council, DOI DASHO Council, and FWS and DOI Watercraft Safety groups.
- Exceeded all 4 Safety Health and Return to Employment (SHARE) goals – well below the DOI “not to be exceeded” level.

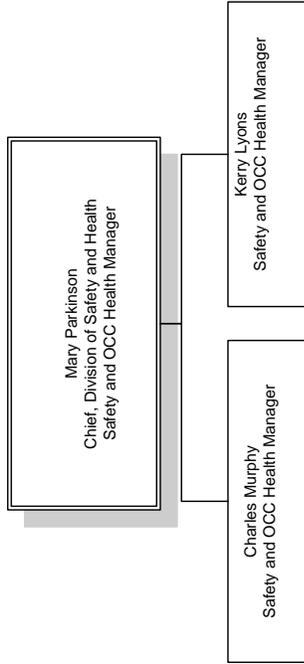
FY 2007 Accomplishments

- Exceeded all four Safety, Health, and Return to Employment (SHARE) goals falling well below the DOI “not to be exceeded” level.
- Evaluated USGS Automated Safety Inspection System.
- Developed Workers Compensation Project Plan for Regional review.
- Established FWS Workers Compensation Work Group to study ways to reduce costs.
- Participated in field validation of Refuge Law Enforcement medical standards program.
- Assisted in the development of the draft DOI Pandemic Flu Plan.



**U.S. Fish and Wildlife Service
Region 9
Assistant Director – Business Management and Operations
Division of Safety and Health**

Org Code: 98100





Division of Safety and Health

Workgroup/Team Participation

Interagency Working Group for Visitor Safety on Federal Lands and Waterways (Interagency)
DOI Designated Agency Safety and Health Official Council (Department)
DOI Industrial Hygiene Working Group (Department)
DOI Off-Highway Vehicle Safety Working Group (Department)
DOI Safety Council (Department)
DOI Watercraft Safety Working Group (Department)
FWS Diving Control Board (Service)
FWS Regional Safety Managers' Team (Service)
FWS Regional Workers Compensation Coordinators' Team (Service)
FWS Watercraft Safety Working Group (Service)
Washington Office Safety and Security Committee (Service)

Division of Economics



Responsibilities

- Coordinate and integrate economic analysis into a decision-making process.
- Conduct economic analyses to include: designation of critical habitat for threatened and endangered species, regulatory impact statements, natural resource damage assessments, record of compliance statements, and hydroelectric dam relicensing reviews.

FTEs

FY 2007 FTEs: 6
FY 2008 FTEs: 6
FY 2009 FTEs: 6
FY 2010 FTEs: 6
FY 2011 FTEs: 6

FY 2011 Initiatives

- Complete an analysis of the economic impact of refuge spending on local economies.
- Update the draft economic analysis for the designation of the bighead carp as injurious under the Lacey Act.
- Complete an analysis of the economic impact attributable to Federal and State fish hatchery stocking programs in Region 6.

FY 2010 Accomplishments

- Completed a study of recreational days associated with the hatchery stocking program in support of the economic contribution the stocking program generates for local economies.
- Completed a draft economic analysis in support of the designation of nine constrictor snakes as injurious under the Lacey Act.
- Met all court ordered dates for economic analyses of critical habitat designation while transferring responsibility for contracting future economic analyses to the Endangered Species Program.


FY 2009 Accomplishments

- Completed economic analysis of the production and stocking program of the White Sulphur Springs National Fish Hatchery.
- Completed draft report for steering committee review of the economic benefits of the Fishery Program.
- Met due dates for all court ordered critical habitat economic analyses.

FY 2008 Accomplishments

- Completed a regulatory Impact Analysis for Fall Migratory Bird Hunting Regulations.
- Completed the economic analysis of the fishery stocking program. Decision was made to expand the analysis to include 3 years of data and highlight major and representative accomplishments for habitat restoration. The final report is due in FY 2009.
- Completed all economic analyses of the Endangered Species critical habitat designation prior to court assigned dates.

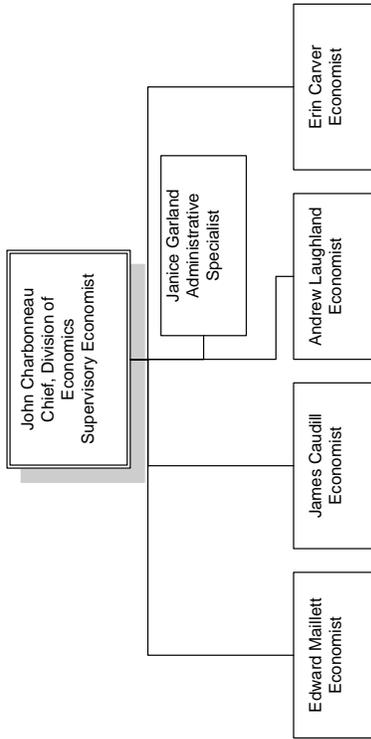
FY 2007 Accomplishments

- Developed standardized briefing template for decision making by the Director, FWS and Assistant Secretary for FWP as a result of economic analyses of critical habitats of endangered species.
- Developed a standardized process to facilitate rule-making decisions for the invasive species program.
- Completed a report on the economic benefits of rainbow trout stocking in the United States.
- Completed an economic analysis of the Endangered Species Act regulations and analysis of migratory bird hunting regulations.



U.S. Fish and Wildlife Service
Region 9
Assistant Director – Business Management and Operations
Division of Economics

Org Code: 98600





Division of Economics

Workgroup Team Participation

- Fisheries Efficiency Measure Work Group (Service)*
- Association of Environmental and Resource Economists Program Committee (Interagency)*
- Atlantic States Marine Fishery Commission Committee on Social Sciences (Interagency)*
- Economic Workgroup for Hydropower Relicensing of Hells Canyon Dam (Interagency)*
- Natural Resource Damage Assessment Teams (Interagency)*
 - *Massachusetts Military Reservation*
 - *Hudson River Economic Technical Working Group*

Listing of Laws

The Service operates under a number of legislative authorities, and BMO Offices provide direct or indirect support in carrying out the mandates of each Act. BMO entities play an integral role with other Service natural resource programs in administering these laws.

Division of Financial Management Accounting Standardization Act of 1995 (extends financial statement requirements)	Debt Collection Improvement Act of 1992, 1996	Service Appropriation Acts Federal Power Act (cost accounting for FERC)
Antideficiency Act (Fund Control)	Federal Credit Reform Act of 1990 (Accounting for Credit Programs)	Supplemental Appropriations Act of 1950 (Fund Control)
American Recovery and Reinvestment Act of 2009	Federal Financial Assistance Streamlining Act of 1999 (Financial Assistance, Grants)	Travel and Transportation Reform Act of 1998 (Charge Cards, Interest on Travel)
Balanced Budget and Emergency Deficit Control Act of 1985 (Fund Control)	Federal Financial Management Improvement Act of 1998 (Financial Systems, Coordination with CIO)	Travel Expense Act of 1949 (Travel Regulations)
Budget and Accounting Act of 1921 (Fund Control)	Federal Managers Financial Integrity Act of 1982 (Improving Management)	Division of Contracting and Facilities Management Administrative Dispute Resolution Act
Budget and Accounting Procedures Act of 1950 (Fund Control)	Federal Travel Disclosure Act of 1995	Alaska National Interest Lands Conservation Act
Budget Enforcement Act of 1990 (Fund Control)	Federal Salary and Fringe Benefits Act of 1966 (Travel Regulations)	American Recovery and Reinvestment Act 2009 (ARRA)
Cash Management Improvement Act of 1990, Amendments of 1992	General Government Matters Appropriation Act of 1958 (Fund Control)	Anadromous Fish Conservation Act
Chief Financial Officers Act of 1990 (Improving Financial Management, Establishing Accounting Standards, Creation of CFO's, and Audited Financial Statements)	Government Management Reform Act of 1994 (Accountability Reports)	Antideficiency Act
Computer Security Act of 1987 (Security in Financial Systems)	Government Performance and Results Act of 1993 (Cost Accounting)	Brooks Architect-Engineers Act
Congressional Budget Act of 1971 (Fund Control)	Impoundment Control Act of 1974 (Fund Control)	Buy American Act
Constitution of the United States (Article 1—Fund Control and Reports on Government Funds)	Independent Offices Appropriation Act of 1952 (Cost Recovery)	Clean Vessel Act of 1992
Debt Collection Act of 1982	P.L. 106-408, Fish and Wildlife Programs Improvement and National Wildlife Refuge System Centennial Act of 2000	Coastal Wetlands Planning, Protection and Restoration Act
		Competition in Contracting Act of 1984
		Contract Disputes Act of 1978
		Contract Work Hours and Safety Standards Act

<i>Cooperative Research Units Act of 1960</i>	<i>Lacey Act Amendments of 1981</i>	<i>Wild and Scenic Rivers Act</i>
<i>Copeland Act</i>	<i>Marine Mammal Protection Act of 1972</i>	<i>Wild Bird Conservation Act of 1992</i>
<i>Davis-Bacon Act</i>	<i>Miller Act</i>	<i>Wild and Free-roaming Horses and Burros Act</i>
<i>Debt Collection Improvement Act of 1996</i>	<i>National Energy Conservation Policy Act</i>	Executive Orders
<i>Drug-free Workplace Act of 1988</i>	<i>National Maritime Heritage Act of 1994</i>	<i>Agency Procurement Protests</i>
<i>Economy Act</i>	<i>National Wildlife Refuge System Admin. Act of 1966</i>	<i>Developing Bio-based Products</i>
<i>Endangered Species Act of 1973</i>	<i>Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990</i>	<i>Economy and Efficiency in Government Procurement through Compliance with Certain Immigration and Naturalization Act Provisions</i>
<i>Energy Policy and Conservation Act</i>	<i>North American Wetlands Conservation Act</i>	<i>Empowerment Contracting</i>
<i>Fair Labor Standards Act</i>	<i>Office of Federal Procurement Policy Act of 1974, as Amended</i>	<i>Ensuring the Economical and Efficient Administration and Completion of Federal Government Contracts</i>
<i>False Claims Act</i>	<i>Partnerships for Wildlife Act</i>	<i>Federal Acquisition and Community Right-to-Know</i>
<i>Federal Acquisition Streamlining Act of 1994</i>	<i>P.L. 85-804, Relating to National Defense Contracts and Extraordinary Contractual Actions</i>	<i>Federal Acquisition, Recycling, and Waste Prevention</i>
<i>Federal Property Management Regulations</i>	<i>P.L. 89-672, Contracting Procedures for Scientific Research</i>	<i>Federal Procurement Reform</i>
<i>Federal Technology Transfer Act</i>	<i>Procurement Integrity Act and Clinger-Cohen Act of 1996</i>	<i>Federal Use of Alternative Fueled Vehicles</i>
<i>Federal Supply Schedule Programs</i>	<i>Prompt Payment Act</i>	<i>Greening the Government</i>
<i>Fish and Wildlife Act of 1956, as Amended</i>	<i>Resource Conservation and Recovery Act of 1976</i>	<i>Identification of Trade Expansion Priorities and Discriminatory Procurement Practices</i>
<i>Fish and Wildlife Conservation Act of 1980</i>	<i>Rhinoceros and Tiger Conservation Act of 1994</i>	<i>Increasing Opportunities for Women-Owned Small Businesses</i>
<i>Fish and Wildlife Coordination Act of 1984, as Amended</i>	<i>Salmon and Steelhead Conservation and Enhancement Act of 1980</i>	<i>Prohibition of Acquisition of Products Produced by Forced or Indentured Child Labor</i>
<i>Freedom of Information Act</i>	<i>Service Contract Act of 1965</i>	<i>Various orders on the use of Federal Prisoners, etc. on Contractors' Work Forces</i>
<i>General Accounting Office Rules for Filing Protests and Claims</i>	<i>Small Business Act</i>	<i>Promoting Procurement with Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals, Historically Black Colleges and Universities, and Minority Institutions</i>
<i>Great Lakes Fishery Act of 1956</i>	<i>Take Pride in America Act</i>	
<i>Great Lakes Fish and Wildlife Restoration Act of 1990</i>	<i>Trade Agreements Act of 1979</i>	
<i>HUBZone Program</i>	<i>Use of Private Sector Temporaries</i>	
<i>Indian Incentive Contracting</i>	<i>Walsh-Healey Public Contracts Act</i>	
<i>Indian Self-determination and Education Assistance Act Program</i>		
<i>Javits-Wagner-O'Day Act (JWOD)</i>		

Division of Engineering

Authorizing Statutes

Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as Amended (P.L. 96-510, 42 U.S.C. 96-1, et. Seq.)

Dam Safety Act of 2006 (P.L. 109-460 as amended)

Department of the Interior and Related Agencies Appropriations Act (Annual)

Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701-7706)

Energy Independence and Security Act of 2007 (EISA) (P.L. 110-140, December 19, 2007)

Energy Policy Act of 2005 (EPACT) (P.L. 109-58, August 8, 2005)

Federal Facilities Compliance Act (50 U.S.C. 1941)

Memorandum of Understanding for Federal Leadership in High Performance and Sustainable Buildings (January 2006)

National Energy Conservation Policy Act (P.L. 95-619), as Amended (12 U.S.C. 1451-8278)

The Omnibus Appropriations Act of 2004 (P.L. 111-18)

Pollution Prevention Act of 1990 (P.L. 100-508), as Amended, (42 U.S.C. 13101, 13101 note, 13102-13109)

Resource Conservation and Recovery Act (P.L. 94-580, as Amended) (23 U.S.C. 144 and 151)

Executive Orders

Executive Order 12088, Compliance with Pollution Control Standards

Executive Order 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction

Executive Order 12844, Federal Use of Alternative Fueled Vehicles (April 1993)

Executive Order 12941 for Seismic Risk Safety (December 1984)

Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition

Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management (January 2007)

Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance (October 2009)

Presidential Memorandum issued October 1979, Federal Guidelines for Dam Safety

Division of Safety and Health

Executive Order 12196, Occupational Safety and Health Programs for Federal Employees

Occupational Safety and Health Act

Public Law 91-596, Sec 19, Federal Agency Safety Programs and Responsibilities

Division of Economics

Clean Water Act, CERCLA and the Oil Pollution Act

Endangered Species Act

Executive Order 12866 and the Regulatory Flexibility Act

Federal Power Act

Fish and Wildlife Coordination Act Programmatic Needs

National Environmental Policy Act (NEPA)

Regulatory Flexibility Act (SBREFA)